Briefing Documents

User Guide and Training Manual

Bureau of Land Management

The Briefing Document System and user guide was researched, developed, and designed by the Bureau of Land Management, California State Office.

For more information concerning this program, please contact:
???

Attachment 1-1

TABLE OF CONTENTS

Section 1 - Scope 1
1.1 Introduction 1
1.2 Prerequisites 1
1.3 Purpose & Objectives 1

Section 2 - Accessing the System 1
2.1 Opening the Briefing Document database 1

Section 3 - The database window and layout panes 2
3.1 Database window buttons 3
New 3
Edit 3
Open 3
Print 3
Email doc link(s) 3
Horizontal Scroll 3
Move To Folder 3
Remove From Folder 3
Open for Conversion 3
3.2 Navigation Pane 4
3.3 Document Pane 4
3.3.1 Horizontal Scroll 5
3.3.2 Opening a document to read 5

Section 4 - Views 6
4.1 Location 6
4.2 Employee 7
4.3 By Doc Type 7
4.4 By Program Area 8
4.5 My Doc Folder 8
4.5.1 Adding documents 8
4.5.2 Removing documents 9
4.6 Convert Docs 9
4.6.1 Open document for Conversion 9
4.6.2 Convert document to WordPerfect or MS Word 9
4.7 Last Updated 10
4.7.1 Refresh Indicator 10

Section 5 - Documents 10
5.1 Buttons in the document window 10
Close 11
Edit 11

Create new Version 11
Print 11
Email Document Link 11
Show/Hide Page Breaks 11
Convert to... 11
5.2 New Documents 11
5.2.1 Purpose 11
Issues 12
Program Status 12
Project Status 12
Director Bullets 12
5.2.2 State/Center 12
5.2.3 Document Access 12
Bureauwide 12
Inner Office 13
5.2.4 Blank input forms 13
Issues, Program Status, Project Status 13
Director Bullets 14
5.2.5 Document Setup 14
5.2.6 Document Fields for Issues, Program Status, and Project Status 15
DATE 15
BRIEFING FOR 15
PREPARED BY 16
FROM 16
SUBJECT 16
PURPOSE OF THE DOCUMENT 17
ISSUES 17
MAIN DECISION OR MESSAGE 17
BUREAU PERSPECTIVE 17
CONTACT 17
Attachments and URLs 17
5.2.7 Document Fields for Director Bullets 17
FISCAL YEAR 17
SUBJECT 17
BODY 17
5.3 Creating new versions of existing documents 17
5.3.1 Contents of new version documents 18
Issues, Program Status, Project Status 18
Director Bullets 18
5.3.2 Limitations 18
5.4 Editing Documents 18
5.4.1 Editing documents in a view 18
5.4.2 Editing a document from read mode 19
5.5 Deleting Documents 19

Section 6 - Spelling Check 20

Section 7 - Printing Briefing Documents 21
7.1 Printing from a view 21
7.2 Printing while reading or editing 21

Section 8 - Emailing Briefing Documents 22
8.1 Email an Interactive Link 22
8.1.1 Single document link 22
8.1.2 Multiple document links 22
8.2 Email as a Text Message 23
8.2.1 Single document 23
8.2.2 Multiple document 23

Section 9 - System Permissions 24

Appendices 25
Appendix A: Opening the Database for the first time 26
Appendix B: Database Help 27

Section 1 - Scope

1.1 Introduction

Welcome to BLM's Briefing Document System – an essential tool for up-to-date information on BLM issues, programs, and projects. If you have comments about this system or would like additional information, please contact the ??at ??.

This guide is part of the official training for the BLM Briefing Document System. Each Section is designed to help you learn at your own pace. This guide provides step-by-step instructions for viewing, creating, updating, sharing, deleting, and printing briefing documents.

1.2 Prerequisites

Before beginning, you should have a working knowledge of your computer, its operating system, and Lotus Notes.

1.3 Purpose & Objectives

1. Provide key managers a central place to access BLM briefing documents.

2. Provide key managers and staff a collaborative way to jointly create, update, and monitor BLM briefing documents using an electronic Briefing Document System.

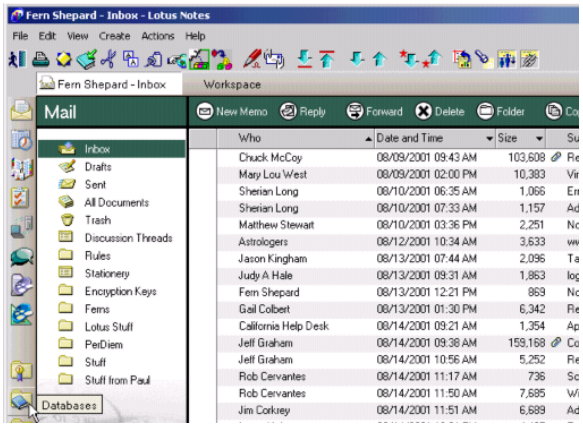
3. Improve the Bureau's response to inquires from the public, elected officials, other agencies, BLM's Washington Office, Department officials, and Presidential offices using the current status on issues, projects, and programs in the Briefing Document System.

Section 2 - Accessing the System

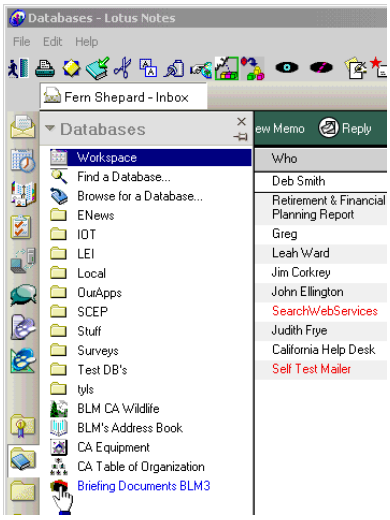
The Briefing Document System is accessed through Lotus Notes on your PC.

2.1 Opening the Briefing Document database

The Briefing Document System is a database in Lotus Notes just like your Email database. To open this database, click on the "Databases" folder icon in the bookmark bar (shown in the lower left corner of the graphic below):



The Databases folder will be displayed. Click on the "Briefing Documents" database icon.

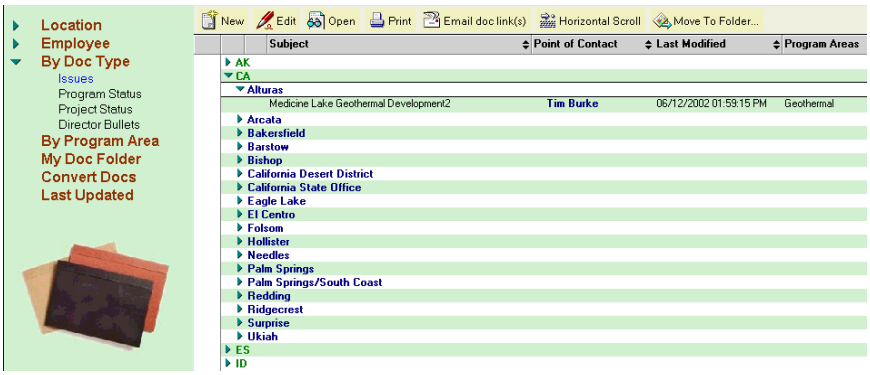


Note: Lotus Notes must be opened first to access the Briefing Document System.

See **Appendix A** for instructions on opening the Briefing Document System for the first time.

Section 3 - The database window and layout panes

Upon opening the database, a database window containing several buttons and two layout panes will be displayed. On the left side of the window, the Navigation Pane lists several views which, when clicked, displays a list of documents in the Document Pane on the right, grouped and sorted according to the view name. These views help you quickly find documents to read, update, print, etc.



Navigation pane **Document pane**

3.1 Database window buttons

The following buttons are located at the top of the database window. When pressed, they function as described. Detailed information can be found on the referenced page.

Button:	Description:	Detailed Information:
New	**New** creates a new document	See page **11**
Edit	**Edit** edits the selected document	See page **18**
Open	**Open** the selected document	See page **5**
Print	**Print** prints the selected document(s)	See page **21**
Email doc link(s)	**Email doc link(s)** sends an email message with an interactive link, which when clicked, takes you directly to the document in the database	See page **22**
Horizontal Scroll	**Horizontal Scroll** turns on or off the horizontal scroll bar at the bottom of the view window	See page **5**
Move To Folder...	**Move To Folder** adds the selected document(s) to your personal "My Doc Folder"	See page **8**
Remove From Folder	**Remove From Folder** removes the selected document(s) from your "My Doc Folder"	See page **9**
Open for Conversion	**Open for Conversion** - this button appears in the "Convert Docs" view only. It opens the selected document for conversion to a word processing system	See page **9**

3.2 Navigation Pane

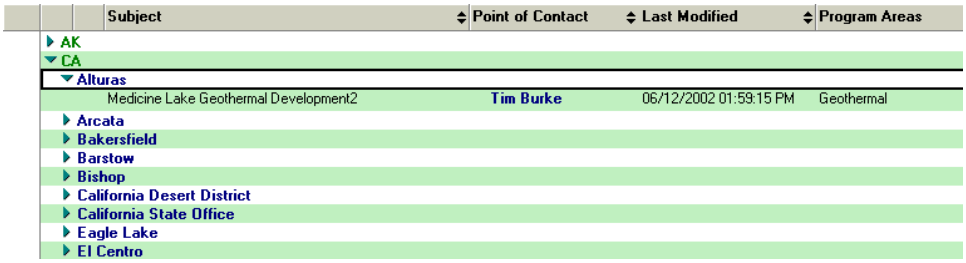
The Navigation Pane lists all views and folders in the database. The views are virtual groupings of all documents. It is important to know that each document is in the database only once even though it is seen in many views. Deleting a document from any view, removes the document from the entire database. The folder "My Doc Folder" is a personal place to group documents you are most interested in.

The following views and folder are located in the navigation pane. When clicked, documents grouped and sorted by the view/folder name are displayed in the document pane. Detailed information can be found on the referenced page.

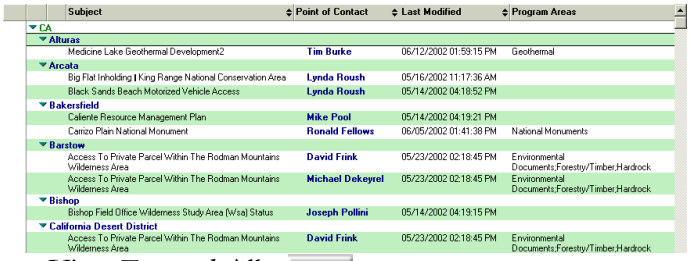
View/Folder:	Description:	Detailed Information:
Location By Office By Office (Contact) By Field Office	**Location** displays a list of views for documents grouped by: • **Office** lists documents grouped first by state/center, then office • **Office (Contact)** lists documents grouped first by state/center, then office, then point of contact • **Field Office** lists documents grouped by office	See page **6**
Employee By Contact Person By Author (State) By Author	**Employee** displays a list of views for documents grouped by: • **Contact Person** lists documents grouped by contact person • **Author (State)** lists documents first by state/center, then by the person who authored the document • **Author** lists document grouped by the person who authored the document	See page **7**
By Doc Type Issues Program Status Project Status Director Bullets	**By Doc Type** displays a list of views for each doc type: • **Issues** lists documents grouped by issues. • **Program Status** lists documents grouped by program status. • **Project Status** lists documents grouped by project status. • **Director Bullets** lists documents grouped by director bullets	See page **7**
By Program Area	**By Program Area** lists documents grouped by program area	See page **8**
My Doc Folder	**My Doc Folder** lists documents you are most interested in	See page **8**
Convert Docs	**Convert Docs** lists documents which can be converted to WordPerfect or MicroSoft Word	See page **9**
Last Updated	**Last Updated** lists document grouped by number of days since last modified	See page **10**

3.3 Document Pane

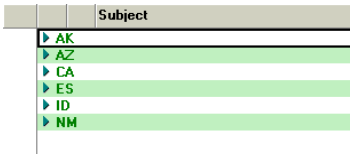
The document pane displays a list of documents arranged according to the view selected. Some views group the documents in categories such as office or doc type. These categories are depicted by a small green "twistie" . To expand the category, click once on the twistie, click again to collapse the category.



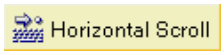
To expand or collapse all categories at one time, press the "View Expand All" or "View Collapse All" buttons in the Lotus Notes toolbar at the top of the main window.



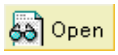
View Expand All -

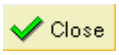


View Collapse All -

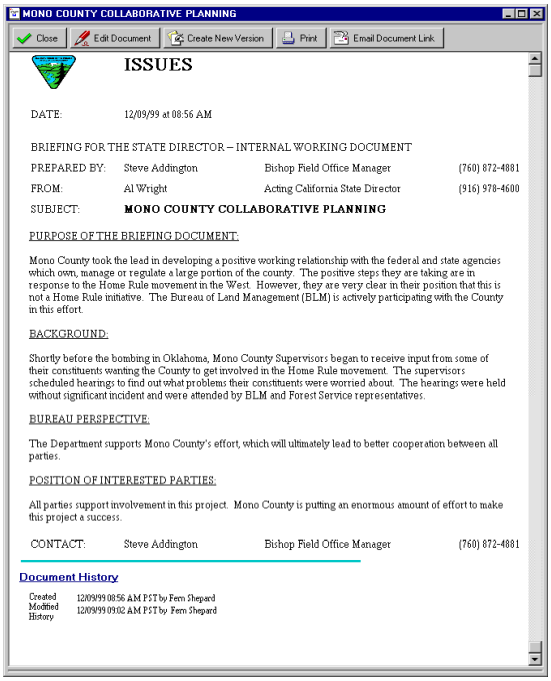
3.3.1 Horizontal Scroll 

Press the "Horizontal Scroll" button at the top of the window to display the scroll bar at the bottom of the document pane. This will allow you to see all information in the document pane.

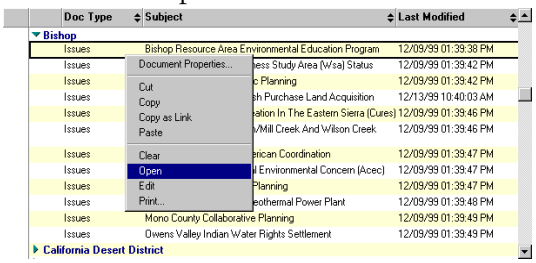
3.3.2 Opening a document to read 

To see the contents of any document, expand a category in any view and click once on the document of interest. Press the "Open" button. This will open the document in READ mode. When done press the 

button at the top of the window.



Alternatively, right clicking on any document in a view will display a menu with several options. Drag your mouse pointer down and click open to view the document in READ mode.



Again, press the Close button at the top of the document window when done.

Section 4 - Views

Views and folders are virtual groupings of all documents in the database. It is important to know that each document is in the database only once even though it may appear in many views. Deleting a document from any view or folder removes the document from the entire database.

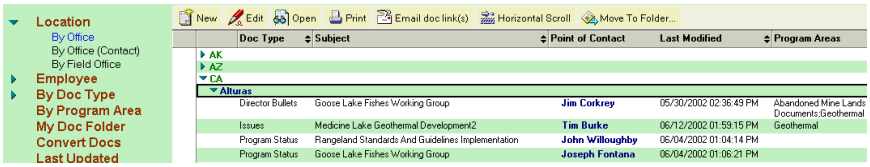
A document designated as "Inner Office" will have a house icon displayed next to it in each view.

4.1 Location

The "Location" category displays a list of views for documents grouped by office. Each view groups the documents differently. Expand a category to see the documents by clicking on the green "twistie" ▸ next to the category name. Collapse the category by clicking the green twistie again.

A briefing document can relate to more than one office and therefore appear under more than one office heading. For example, an issue paper on Desert Tortoises may appear under Palm Springs, El Centro, Needles, Barstow, and California Desert District.

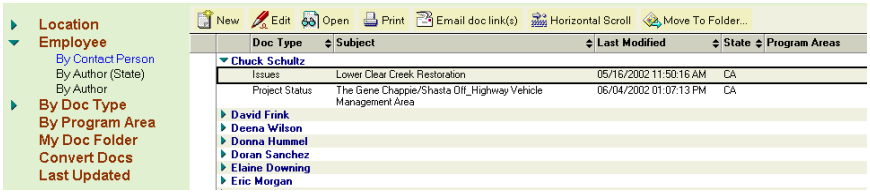
Upon expanding the category, a list of documents will appear.



Press the "Horizontal Scroll" button to display the scroll bar if needed to see all information in the document pane.

4.2 Employee

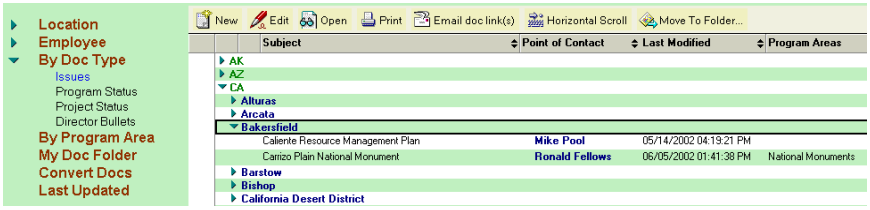
The "Employee" category displays a list of views for documents grouped by employee. Each view groups the documents differently. Click on one of the views to display a list of documents organized by the view title. Expand or collapse a category by pressing the green "twistie" ▸.



Press the "Horizontal Scroll" button to display the scroll bar if needed to see all information in the document pane.

4.3 By Doc Type

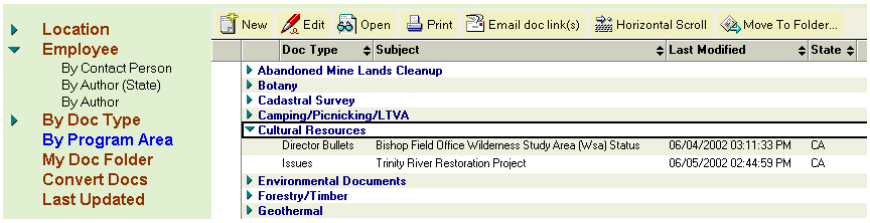
The "By Doc Type" category displays a list of views for each document type. Clicking on one of these views will display a list of documents, categorized by office, for that document type.



Click one of these views to list the documents related to that document type.

4.4 By Program Area

The "By Program Area" view lists documents grouped by program area.

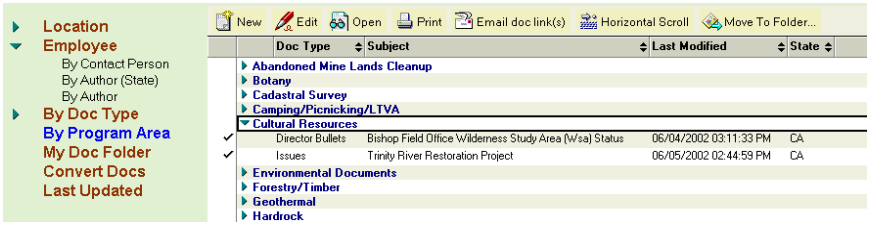


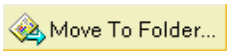
4.5 My Doc Folder

The folder "My Doc Folder" is a personal place to group documents you are most interested in. Clicking on this folder will list documents you have added to the folder.

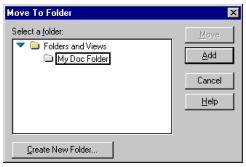
4.5.1 Adding documents to this folder:

To add documents to this folder, select one or more documents from any view by clicking and placing a check mark in the left margin next to the document(s) you are interested in.

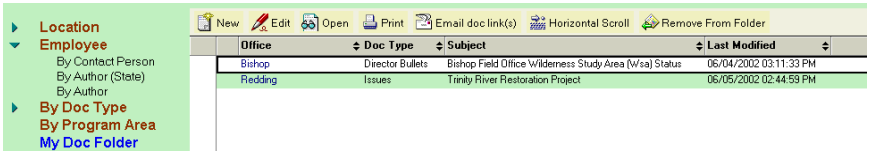


Press the 

button at the top of the window. A dialog box will appear. Select the "My Doc Folder" and press the "Add" button.



Click on the My Doc Folder in the navigation pane, and the documents you are interested in will appear in the document pane.



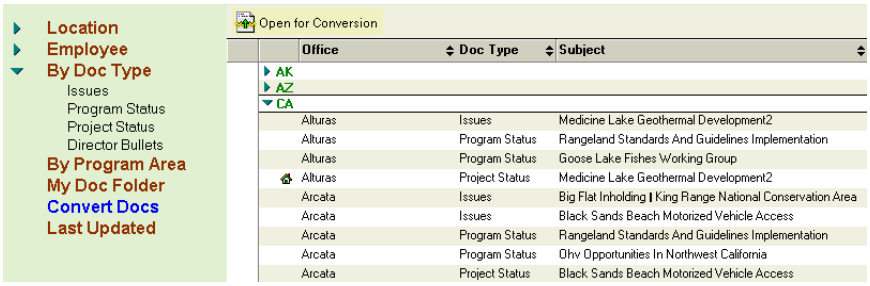
4.5.2 Removing documents from this folder:

To remove documents from this folder, select one or more documents by clicking and placing a check mark in the left margin next to the document(s) you wish to remove. Press the Remove From Folder button. The selected documents will no longer appear in the folder.

DO NOT delete documents. This will permanently remove them from the database!

4.6 Convert Docs

The "Convert Docs" view lists documents that can be converted to either WordPerfect or MicroSoft Word. Documents may need to be converted to a word processing format and modified for inclusion in reports or to provide hard copy for Department officials, or other officials as needed.



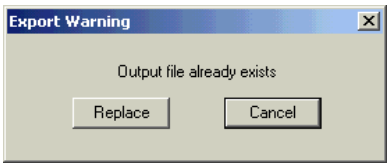
4.6.1 Open document for Conversion

Select the document to be opened for conversion by clicking once on the document of interest. Click the Open for Conversion button. This will open the document and allow you to convert to either WordPerfect or MS Word.

4.6.2 Convert document to WordPerfect or MS Word

After a document has been opened for conversion, it is possible to convert to either WordPerfect or MS Word. Click on either of the following buttons:

Convert to WordPerfect Convert to MS Word

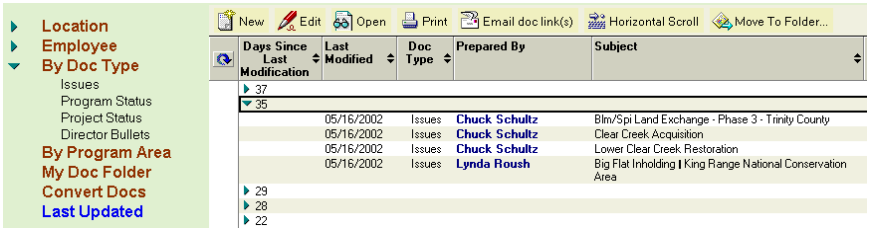


This warning may be presented if previous conversions have taken place. Press the "Replace" button to continue.
Note, the temporary path names are:
"C:\temp\wptemp.wpd" - WordPerfect
"C:\temp\wordtemp.doc" - MS Word

The word processing application will be opened with the temporary file; this may take some time. Change, save, or print the document as desired. Close the word processing system when finished.

4.7 Last Updated

The "Last Updated" view lists documents grouped by the number of days since they were last modified.



4.7.1 Refresh Indicator

Because of the nature of this view (based on the exact date and time), the refresh indicator will never go away, please disregard it.

Section 5 - Documents

5.1 Buttons in the document window

Some buttons in the document window appear only when the document is in certain "modes". For example the "Edit Document" button does not appear when the document is being edited or if you are creating a new document.

In the chart below, an "x" has been placed under the mode(s) where each button will appear. For detailed information, see the referenced page:

Button:	Mode: New	Edit	Read	Description	Detailed Information
Close	x	x	x	**Close** closes the document	
Edit			x	**Edit** places the document in edit mode, if you have edit permissions	See page **18**
Create New Version			x	**Create new Version** creates a new version of the document	See page **17**
Print	x	x	x	**Print** prints the document	See page **21**
Email doc link			x	**Email Document Link** sends an email message with an interactive link which when clicked, takes you directly to the document in the database	See page **22**
Show/Hide Page Breaks	x	x		**Show/Hide Page Breaks** shows or hides page breaks on the document	See page **11**
Convert to WordPerfect Convert to MS Word			x x	**Convert to…** - these buttons only appear on documents opened from the "Convert Docs" views. These buttons convert the opened document to the format specified	See page **9**

5.2 New Documents

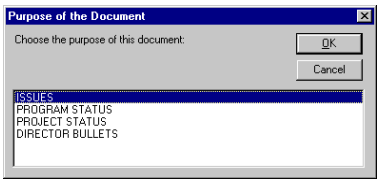
From any view, click the New button at the top of the window.

You will be prompted to select the purpose, state/center, and access level for the new document. After these prompts are answered, a blank input form will be displayed. Tab or click in each field to advance through the form. Try to limit the document to one page. Press the Show/Hide Page Breaks button to display page breaks on the form.

Following are the prompts and input fields for new documents. Required choices/fields are noted with an asterisk (*). Please note, pressing the "Cancel" button on any of the dialog boxes will stop the new document creation process.

5.2.1 Purpose*

You will be prompted to select the "Purpose" of the document: Issue, Program, Project, Director Bullets. Click "OK" when done.



Issues - these are important topics which have come under public scrutiny, and often times are disputed by opposing constituents (ex. Ward Valley)

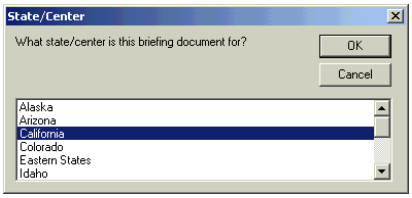
Program Status - these documents provide the current status of a program and provides information such as amount of acres, number of projects, revenues, etc. (ex. Geothermal)

Project Status - these documents provide the current status of a particular project. The background may include funding requests, project description, milestones, chronology of events, etc. (ex. Carrizo Plain prehistoric cultural legacy grant)

Director Bullets - these documents are used by our budget staff for annual work plan submission

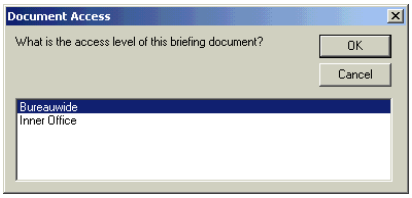
5.2.2 State/Center*

Next you will be prompted to select the State/Center this document pertains to.



5.2.3 Document Access*

Lastly you will be prompted to select the "access level" of the document: Bureauwide or Inner Office

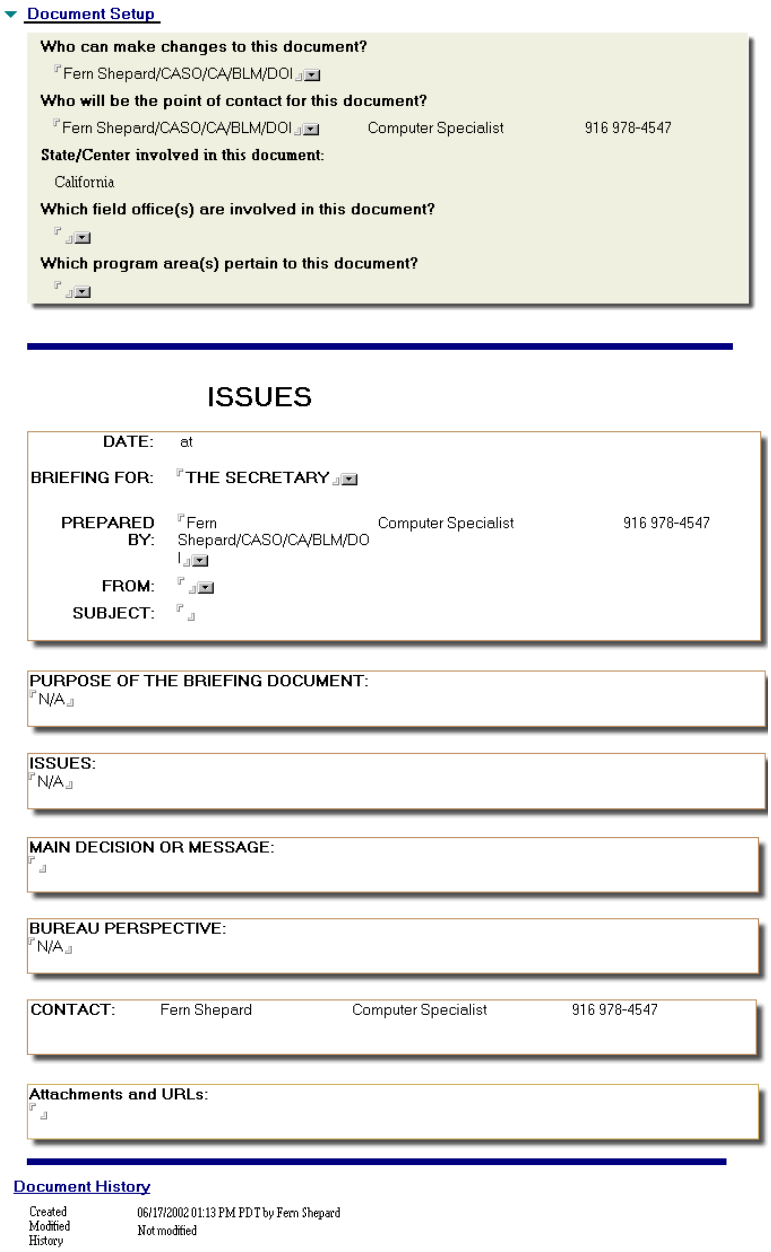


Bureauwide – These documents are the **official bureauwide documents**. Everyone with access to the Bureau's Lotus Notes system has read capabilities.

Inner Office – These documents are for use in your local office with local constituents. Only those people listed under "Who can read this document" can actually see the document in the database.

5.2.4 Blank input forms:

Depending on the purpose of the document you will be presented with 1 of 2 forms:
Form 1 - Issues, Program Status, Project Status



Document Setup

Who can make changes to this document?
Fern Shepard/CASO/CA/BLM/DOI

Who will be the point of contact for this document?
Fern Shepard/CASO/CA/BLM/DOI Computer Specialist 916 978-4547

State/Center involved in this document:
California

Which field office(s) are involved in this document?

Which program area(s) pertain to this document?

ISSUES

DATE: at

BRIEFING FOR: THE SECRETARY

PREPARED BY: Fern Shepard/CASO/CA/BLM/DOI Computer Specialist 916 978-4547

FROM:

SUBJECT:

PURPOSE OF THE BRIEFING DOCUMENT:
N/A

ISSUES:
N/A

MAIN DECISION OR MESSAGE:

BUREAU PERSPECTIVE:
N/A

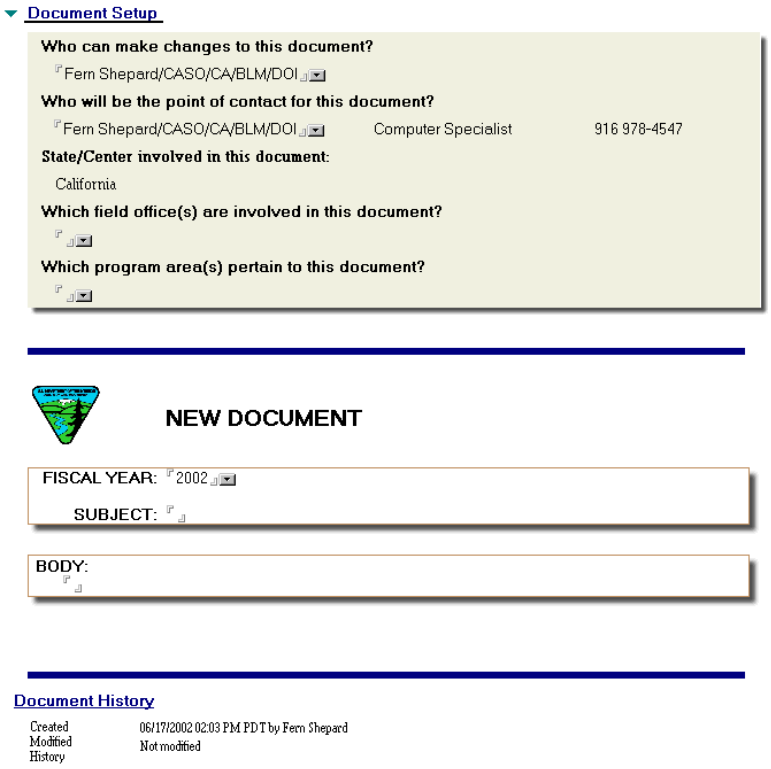
CONTACT: Fern Shepard Computer Specialist 916 978-4547

Attachments and URLs:

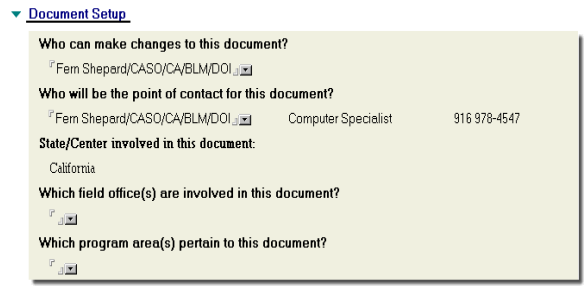
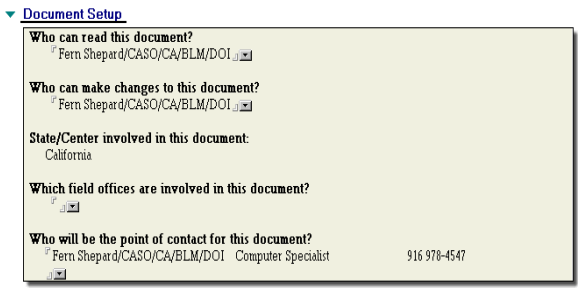
Document History

Created 06/17/2002 01:13 PM PDT by Fern Shepard
Modified Not modified
History

Form 2 - Director Bullets



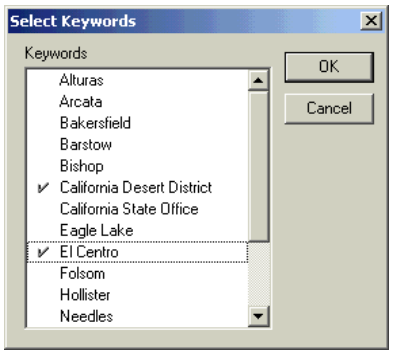
5.2.5 Document Setup questions are answered by making a selection in a pop-up window.

Bureauwide	Inner Office
	

To answer document setup questions click the down arrow button at the end of each question to display the appropriate pop-up window. Click on the appropriate response and click OK.

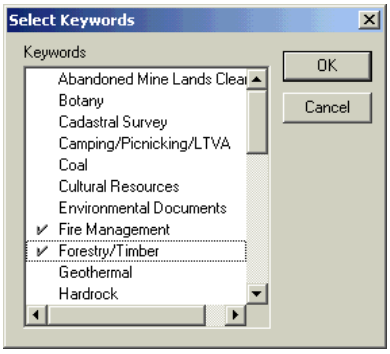
For example, under "Who can make changes to this document?", click the down arrow button. A window displays the BLM Address Book. Select the individuals who can make changes, click the add button, and click OK when finished.

To make changes to "Which field offices are involved in this document?", click the down arrow button to display a list of offices in the state/center chosen when creating the document. Select the appropriate office(s) and click OK when finished. Please note, this is a required field.



You may select more than one office. For example, a paper on the Desert Tortoise may involve more than one Southern California field office, in addition to the California Desert District office.

To make changes to "Which program areas pertain to this document?", click the down arrow button to display a list of program areas. Select the appropriate program area(s) and click OK when finished. Please note, this is a required field.

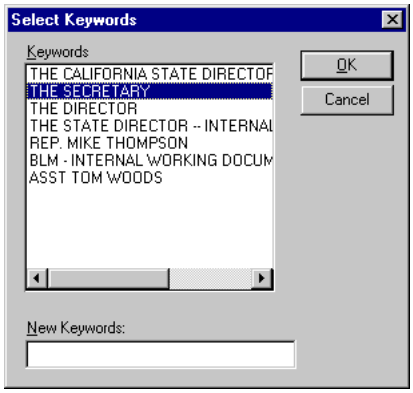


5.2.6 Document Fields for Issues, Program Status, and Project Status:

Required choices/fields are noted with an asterisk (*).

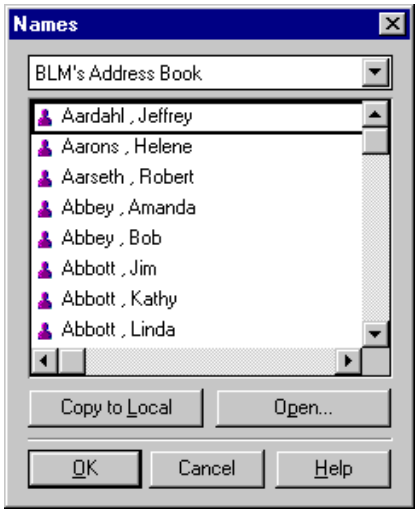
DATE
The current date and time will insert automatically when you save your document to the database.

BRIEFING FOR*
Choose who this briefing document is being prepared for by clicking on the down arrow button located in the blank field.



A pop-up window will display the current choices. Highlight one of the existing choices, or enter a new choice in the "New Keywords" text box, click OK.

PREPARED BY*
The author of the briefing document should be the Staff Resource Specialist or Field Office Manager, someone most familiar with the document and its content. Click the down arrow button to display the BLM address book.



Highlight the name of the author and click OK.

FROM*
In most cases, the paper will be from the State Director. Click the down arrow button to display the BLM address book.

Highlight the appropriate name and click OK.

SUBJECT*
Enter the subject of your document.

PURPOSE OF THE DOCUMENT
Enter a summary of the issue, program, or project. What is the problem? Why is this an issue? Be brief (one sentence).

ISSUES
Here you will explain in detail the background of the issue, program, or project. Be descriptive and don't leave out important details, time lines, etc.

MAIN DECISION OR MESSAGE
Enter the Bureau's position on the issue, program, or project. Do they support or oppose it? No more than one or two sentences.

BUREAU PERSPECTIVE
What is the position of your constituents and other interested parties. Do they support or oppose it? No more than one paragraph.

CONTACT
This field will insert the "point of contact" you selected in the document setup.

Attachments and URLs
Add attachments and/or URLs that pertain to this document

5.2.7 Document Fields for Director Bullets:

Required choices/fields are noted with an asterisk (*).

Director Bullets are generally used by the budget staff to outline project funds with Washington. Note, when the bullets are sent to the printer, text in blue will not print.

FISCAL YEAR*
Select a fiscal year from the list.

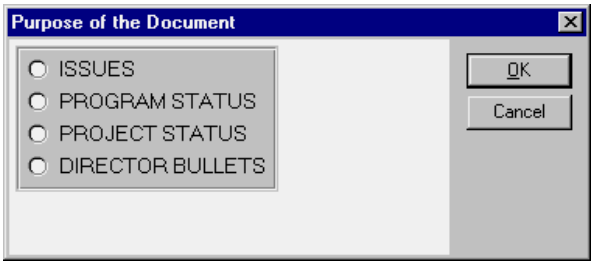
SUBJECT*
Enter a subject for these bullets.

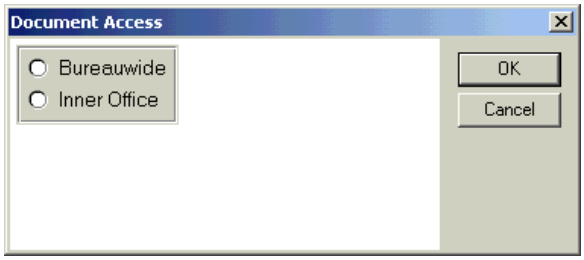
BODY
Enter the full description of the project.

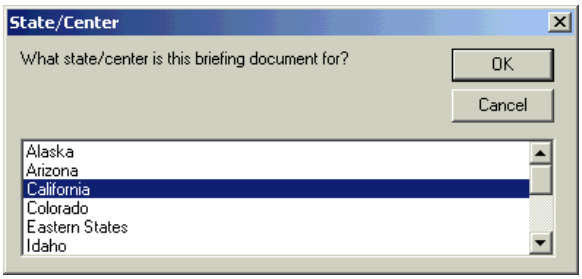
5.3 Creating new versions of existing documents

To create a new version of an existing document, you must first be viewing the document in READ mode (see section 3.3.2 for instructions on opening a document to read).

Press the Create New Version button at the top of the window and you will be prompted to select the purpose, access level, and state/center for this document:







5.3.1 Contents of new version documents

Issues, Program Status, Project Status: The entire contents of the existing document will be copied to the new document. The author of the document, who can make changes to the document, who can read the document (local use versions) and the point of contact for the document will default to the person creating the new version. These items should be checked to ensure they are correct.

Director Bullets: Director bullets are formatted differently from issues, program status, and project status documents and contain the following fields: Fiscal Year, Subject, and Body.

The subject field is copied as is from the source document. The fiscal year must be entered by the user. The body field is copied from the following fields in the source document: purpose of document, issues, and bureau perspective. The body field can be edited as desired.

5.3.2 Limitations

Existing Director Bullets can only be "copied" as director bullets.

5.4 Editing Documents

5.4.1 Editing documents in a view

From any view, select the document you would like to edit by clicking once on that document.

Press the Edit button at the top of the window. The document will be brought into edit mode if you have permissions.

Make edits or updates to the document and check the spelling.

Press the Close button.

A pop-up window will ask "Do you want to save your changes?". Selecting **Yes** will update the original document in the database. Selecting **No** discards your updates, returns you to the previous mode, and does nothing to the original document. Selecting **Cancel** returns you to the document in edit mode.

5.4.2 Editing a document from read mode

If you are viewing the document in read mode, press the Edit button at the top of the window. Again, the document will be brought into edit mode only if you have edit permissions.

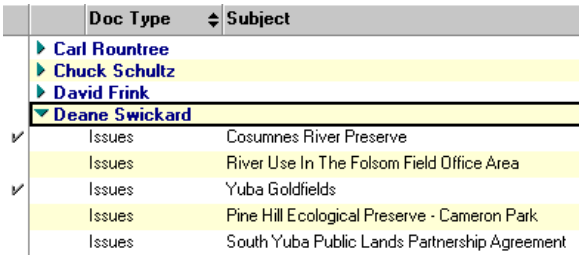
Make edits or updates to the document and check the spelling.

Press the Close button.

A pop-up window will ask "Do you want to save your changes?". Selecting **Yes** will update the original document in the database. Selecting **No** discards your updates, returns you to the previous mode, and does nothing to the original document. Selecting **Cancel** returns you to the document in edit mode.

5.5 Deleting Documents

From any view, select the document(s) you would like to delete by clicking and placing a check mark in the left margin next to the document(s). Note, you must have edit permissions to delete a document from the database.



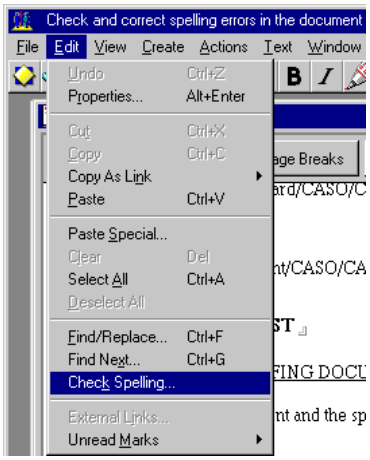
Press the delete key on your keyboard. This will mark the document(s) for deletion and place a trash can icon next to the document .

It is important to know that each document is in the database only once even though it is seen in many views. Deleting a document from any view or folder, removes the document from the entire database.

You will be prompted as to whether or not you want to permanently delete the document(s) when you close the database or press the refresh function key (F9).

Section 6 - Spelling Check

The spell check utility can be used while creating a new document or editing an existing document. To use, select **Edit**, **Check Spelling** from the main menu bar.



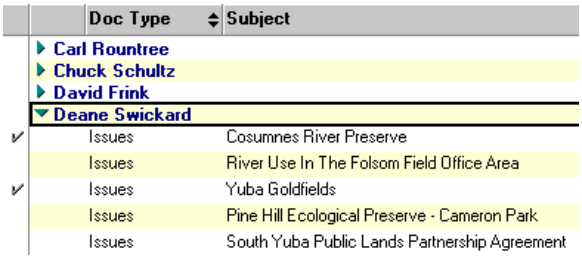
The spell check utility works as it does with any word processing program. When finished, click the Close button at the top of the window. This will prompt you to save the document.

Clicking **Yes** will save the document and any spelling changes you have made to the database. Clicking **No** will leave the document as it was before any changes were made. Pressing **Cancel** will return you to the document.

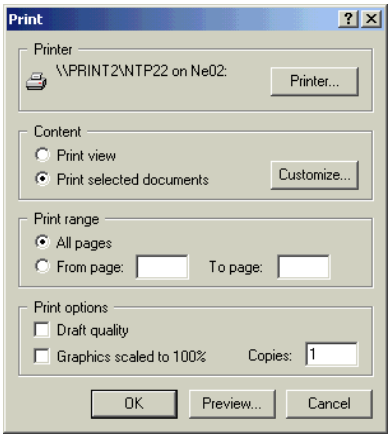
Section 7 - Printing Briefing Documents

7.1 Printing from a view

From any view, select the document(s) you would like to print by clicking and placing a check mark in the left margin next to the document(s).



Press the Print button at the top of the window and a "File Print" dialog box will appear.

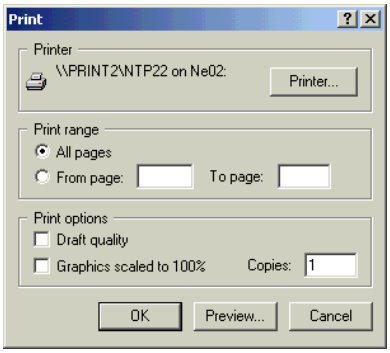


Choose the "Content" you would like to use:

Print View to print a listing of all documents in the current view
or
Print Selected Documents to print the contents of the selected document(s)

7.2 Printing while reading or editing

While reading or editing a document, press the Print print button at the top of the window to print that document.



Select any desired options and press **OK**.

Section 8 - Emailing Briefing Documents

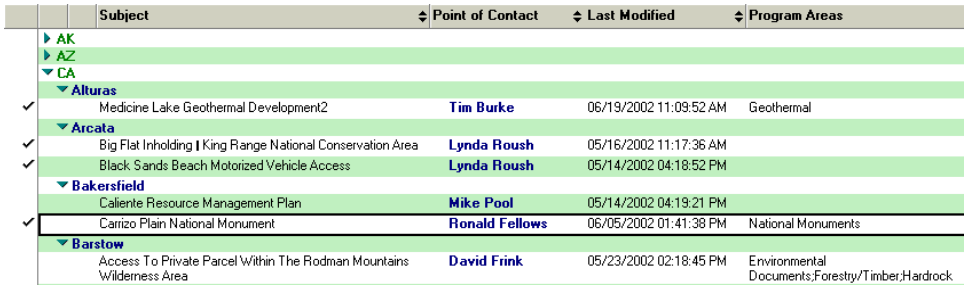
A briefing document can be e-mailed using two different methods; an interactive link and a text message. The difference be between the two are as follows:

1. **Interactive link**: mails a document link to the recipient. Whenever the document link is clicked, the **current version** of the document will be opened. The document link will not work in the document has been deleted from the database.
2. **Text message**: mails a "**snapshot**" of the document as it appeared at the time the message was sent. If the document is updated or deleted, the recipient would be unaware of this.

8.1 Email an Interactive Link

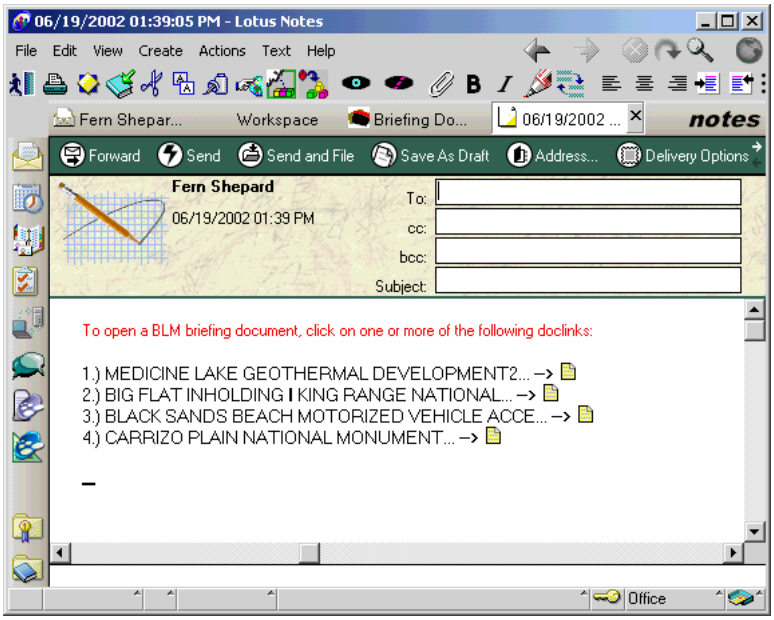
8.1.1 Single document link: When viewing a document in read mode, press the Email doc link button at the top of the window to send just that document link to anyone you like. Again, an email window will appear with the document link in the body of the message. Fill out the required information and press the send button.

8.1.2 Multiple document links: from any view, select the document(s) you would like to email by clicking and placing a check mark in the left margin next to the document(s).



	Subject	Point of Contact	Last Modified	Program Areas
	AK			
	AZ			
	CA			
	Alturas			
✓	Medicine Lake Geothermal Development2	Tim Burke	06/19/2002 11:09:52 AM	Geothermal
	Arcata			
✓	Big Flat Inholding ǀ King Range National Conservation Area	Lynda Roush	05/16/2002 11:17:36 AM	
✓	Black Sands Beach Motorized Vehicle Access	Lynda Roush	05/14/2002 04:18:52 PM	
	Bakersfield			
	Caliente Resource Management Plan	Mike Pool	05/14/2002 04:19:21 PM	
✓	Carrizo Plain National Monument	Ronald Fellows	06/05/2002 01:41:38 PM	National Monuments
	Barstow			
	Access To Private Parcel Within The Rodman Mountains Wilderness Area	David Frink	05/23/2002 02:18:45 PM	Environmental Documents;Forestry/Timber;Hardrock

Press the Email doc link(s) button at the top of the window and an email window will appear with the document link(s) in the body of the message.



Enter whom you would like to send the link(s) to, a subject, and add any other text to the body of the email.

Press the "Send" button.

The recipient can click one of the document links in the message and the "live" document will be opened in read mode.

> Note: "Live data" means that if a message was sent at 10:00 am, and the receiver opens the message at 1:00 pm, he will see the updates made to the briefing document at 12:00 noon.

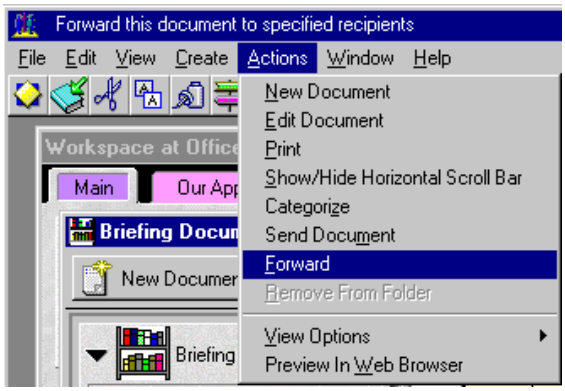
8.2 Email as a Text Message

8.2.1 Single document: When viewing a document in read mode, select **Action, Forward** from the main menu. The contents of the current document will be placed as text in the body of an email message. This text is "static" and is not "tied" to the database in any way.

8.2.2 Multiple document: From any view, select the document(s) you would like to email as text by clicking and placing a check mark in the left margin next to the document(s).

Subject	Point of Contact	Last Modified	Program Areas
AK			
AZ			
CA			
Alturas			
Medicine Lake Geothermal Development2	Tim Burke	06/19/2002 11:09:52 AM	Geothermal
Arcata			
Big Flat Inholding | King Range National Conservation Area	Lynda Roush	05/16/2002 11:17:36 AM	
Black Sands Beach Motorized Vehicle Access	Lynda Roush	05/14/2002 04:18:52 PM	
Bakersfield			
Caliente Resource Management Plan	Mike Pool	05/14/2002 04:19:21 PM	
Carrizo Plain National Monument	Ronald Fellows	06/05/2002 01:41:38 PM	National Monuments
Barstow			
Access To Private Parcel Within The Rodman Mountains Wilderness Area	David Frink	05/23/2002 02:18:45 PM	Environmental Documents;Forestry/Timber;Hardrock

From the main menu, select **Action, Forward**. The contents of the briefing documents(s) will be placed as text in the body of an email message. This text is "static" and is not "tied" to the database in any way. This process may be very slow based on the number of documents selected and the size of each document.



Complete your email message and click **Send**.

Section 9 - System Permissions

Anyone with a Notes client can access the Briefing Documents database to create new documents and read existing documents designated as "Bureauwide". A lotus notes group has been established for each state/center. Persons in each group can edit all documents pertaining to that group's state/center (i.e. persons in the "AK Briefing Group" group can edit all "Bureauwide" documents pertaining to Alaska. Documents designated as "Inner Office" can only be read or edited by persons given those specific permissions by the person creating the document.

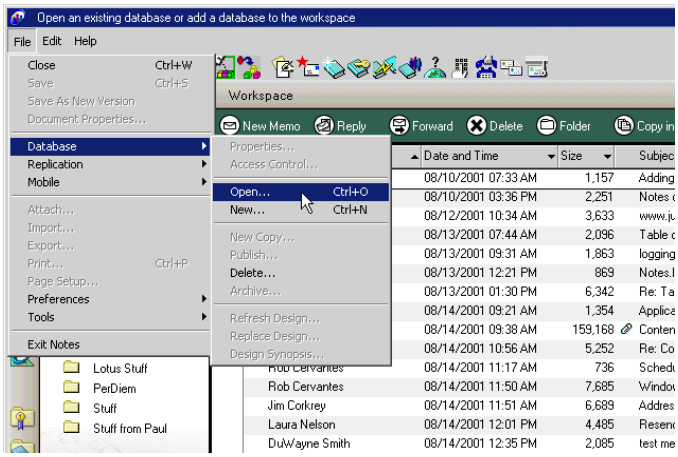
This system is administered by ??. For information or assistance, contact: ??.

Appendices

Appendix A: Opening the Database for the first time.

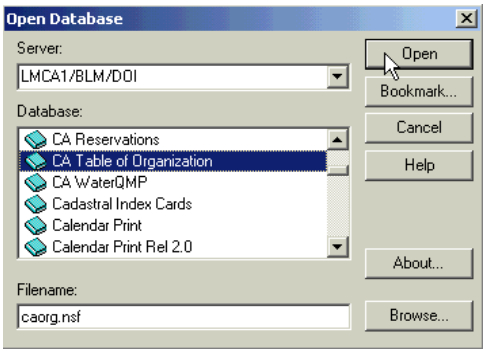
Note: This procedure only has to be done **ONCE** to get the icon in your bookmark list.

1. From the Lotus Notes main menu bar, click File, Database, Open as shown below:



2. *** we need to update step 2's instructions and graphic when the database is in it's final "home" and has a final name ***

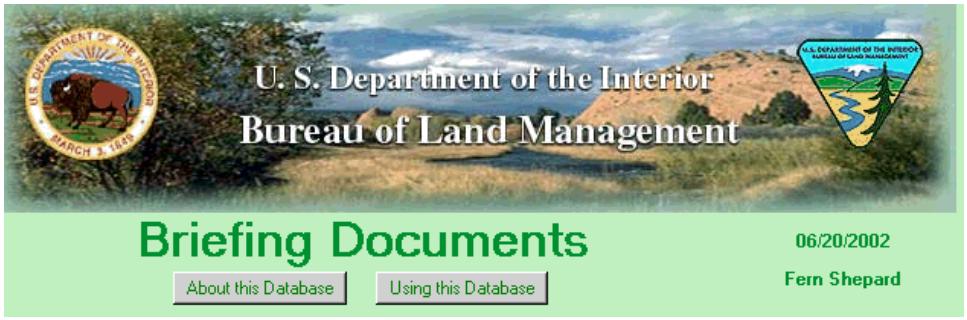
From the "Open Database" dialog box, choose the Washington office "Server" from the drop down list, then highlight the "Briefing Documents" database and click open:



3. This places the Briefing Documents icon in your "Databases folder" bookmarks as mentioned in Section 2 and opens the database "About" document. After reviewing and closing the "About" document, the Briefing Documents default view will be displayed.

4. When finished using the database, close the database by clicking File, Close from the main menu bar. This will return you to your email database.

5. Follow the directions in Section 2 to open the database again in the future.

Appendix B: Database Help

Help can be obtained at any time by clicking on either the "About this Database" or "Using this Database" buttons at the top of the database screen: